



**Policy:** 4610  
**Procedure:** 4610.13  
**Chapter:** Case Management and  
Parole Supervision  
**Rule:** Pre-Release/Community  
Health Eligibility Screening

**Effective:** 09/25/07  
**Replaces:** 4013/4013.01  
**Dated:** 11/02/99

### **Purpose:**

During the first 21 business days of initial commitment, Arizona Department of Juvenile Corrections (ADJC) employees shall screen all juveniles for medical insurance coverage including Arizona Health Care Cost Containment System (AHCCCS) involvement. Upon conditional release, community parole employees shall assist categorically eligible juveniles/families interested in applying for AHCCCS insurance.

### **Rules:**

#### **1. Pre-Release:**

- a. Within five days of the juvenile's arrival (including Parole Violators) at a secure facility **RECORDS PERSONNEL** shall verify each juvenile's enrollment via fax status to the Department of Economic Security (DES) Research and Analysis using Form 4610.13C Notification of Commitment:
  - i. DES Research and Analysis will document on the Notification of Commitment Form AHCCCS involvement for the juvenile/family and return the form to the Records Employee. The **RECORDS EMPLOYEE** shall then:
    - (1) Enter the verified information in Windows Youthbase Youth Information Supplemental tab;
    - (2) Inform the community parole employee and Community Services; and
    - (3) Place the Form 4610.13C Notification of Commitment in the juvenile's Field File within five business days.

#### **2. The COMMUNITY PAROLE EMPLOYEE shall:**

- a. Contact the juvenile's family to schedule a CAPFA Family Domain visit within 14 days;
- b. Inquire during the initial telephone contact about medical insurance coverage for the juvenile and members of the family;
- c. Inform the family of the opportunity to apply for AHCCCS insurance if there is no evidence of private insurance or AHCCCS involvement if the employee believe the family is categorically eligible for AHCCCS;
- d. Ask and obtain, if possible, the parent/guardian signature on Form 3000.07A Consent for Medical, Dental, Surgical, Psychiatric, and Psychological Services and Form 4610.13A Authorization for Release of Information or 4610.13A Información De Autorización De Libertad;
- e. If the family is interested in applying for AHCCCS Health Insurance, at the CAPFA Family Domain visit:
  - i. Obtain the signature of the parent/guardian on the AHCCCS Form Application for AHCCCS Health Insurance for the juvenile permitting the release of AHCCCS/Medicaid eligibility information to ADJC;
  - ii. Forward a copy of the application for AHCCCS health insurance to the appropriate **RECORDS PERSONNEL** who shall ensure placement in the juvenile's Field File;
  - iii. Obtain other necessary documentation from the parent/guardian, if applicable;
  - iv. Document in the CAPFA Family Domain of Windows Youthbase.

#### **3. At the last Multi-Disciplinary Team (MDT) staffing review, the COMMUNITY PAROLE EMPLOYEE shall revisit all AHCCCS verification information and assist the juvenile/family in the completion of an AHCCCS application or Form 4610.13B Turn Around Document (TAD) when:**

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- a. Juvenile will be released to a household other than a family who is active for AHCCCS benefits;
  - b. The juvenile's family circumstances have changed since the juvenile was placed in a secure facility and the juvenile will be returning to a family that has potential eligibility for AHCCCS coverage; or
  - c. The juvenile will return to the family and they wish to apply for AHCCCS coverage; and
  - d. Complete Form 4610.13B Turn Around Document, [or](#) 4610.13Bsp Documento de Salida updating juvenile/family status information for juvenile/family with an active AHCCCS case to request AHCCCS-DES to add the juvenile to active family status upon release, for which no application is required.
4. At the time of the Superintendent's Review Board (SRB) the **COMMUNITY PAROLE EMPLOYEE** shall:
  - a. Fax Form 4610.13A Authorization for Release of Information or 4610.13Asp Información De Autorización De Libertad to the AHCCCS-DES Research and Analysis Unit at 602-279-2804;
  - b. Fax the completed Application for AHCCCS health insurance or TAD to the AHCCCS-DES Research and Analysis Unit at 602-279-2804;
  - c. Include a copy in the juvenile's Field File; and
  - d. Update Windows Youthbase under Youth Information Supplemental tab, as needed.
5. The **AHCCCS-DES RESEARCH AND ANALYSIS UNIT** will notify the Community Parole employee and the ADJC Community Services Unit of the juvenile's/family's Medicaid eligibility decision.
6. The **COMMUNITY PAROLE EMPLOYEE** shall:
  - a. Forward the documentation of eligibility to the Records Employee to be filed in the juvenile's Field File;
  - b. Document the AHCCCS Provider and number in Windows Youthbase under the Youth Information Supplemental Tab; and
  - c. Advise all parties involved with the juvenile and the family including Tribal/Regional Behavioral Health Authorities (T/RBHA), if applicable.
7. **Juveniles on Conditional Liberty (Parole) to Out-of-Home Placements:**
  - a. If it is determined by the MDT that a juvenile will benefit from continued services in the community from a licensed Out-of-Home Placement (Level I Residential Treatment Center, Level II Therapeutic Group Home, Level III Behavioral Health Group Home, Group Home, Foster Home or Shelter), the **COMMUNITY PAROLE EMPLOYEE** shall:
    - i. Fax a completed Comprehensive Medical and Dental Program (CMDP) Enrollment and Application for Medical Assistance Funding Form located in Windows Youthbase under the Community tab, IHE drop down menu; and
    - ii. Fax a copy of the Juvenile's Face Sheet to the DES-CMDP Title XIX Unit at 602-264-3801.
  - b. The CMDP Title XIX Unit will enroll the juvenile in AHCCCS-Title XIX as a family of one. CMDP is the AHCCCS health plan for ADJC and Foster Care juveniles placed out-of-the home. The **COMMUNITY PAROLE EMPLOYEE** shall then:
    - i. Contact CMDP Title XIX Unit at 602-351-2245 to obtain Title XIX effective date of service, CMDP and AHCCCS numbers;
    - ii. Document CMDP and AHCCCS number in Youthbase under Youth Information Supplemental Tab; and
    - iii. Notify Tribal/Regional Behavioral Health Authorities (T/RBHA) of the Title XIX effective date and AHCCCS number, if applicable.
8. For juveniles released from an Out-of-Home placement and returning home with parent/guardian, the **COMMUNITY PAROLE EMPLOYEE** shall fax a complete CMD-

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9. **CMDP** will coordinate continued AHCCCS insurance with the juvenile's parent/guardian. If the parent/guardian fails to respond to CMDP within 60 days timeframe, the juvenile's Title XIX eligibility may be terminated.
10. **CMDP TITLE XIX UNIT** will notify the Community Parole employee and the ADJC Community Services Unit of the juvenile's and family's status.
11. The **COMMUNITY PAROLE EMPLOYEE** shall document all information received in Windows Youthbase Youth Information Supplemental tab and inform T/RBHA Service Providers, if applicable.

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